



**City of Parkville**

8880 Clark Avenue  
Parkville, MO 64152  
(816) 741-7676  
(816) 741-0013 FAX

October 18<sup>th</sup>, 2011

Dear Consultant:

The City of Parkville, Missouri is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list.

If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachment. Limit your letter of interest to no more than 5 pages front and back. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC- DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

The City of Parkville will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past performance, and d) proximity to and familiarity with the project area. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291) e) Demonstrated knowledge and understanding of the scope of the work with a preliminary project scope attached.

The evaluation of letters of interest based on the criteria listed above will be used to arrive at a short list of firms to be considered for this engagement. The short listed firms will then be required to participate in an interview with a City of Parkville selection committee. A small portion of time prior to the interview will be allotted for the firm to make a presentation of its letter of interest. At the conclusion of all interviews, the selection committee will select one firm with which to begin negotiating a contract. Negotiations will include selection of any sub-consultants required based on the final scope of services.

Below is the proposed schedule for the selection process.

<i>City of Parkville / Platte County</i>
--

October 18, 2011	Send out notices to consultants and begin advertisement
November 7, 2011	Closing date for all letters of interest and statements of qualifications
November 14, 2011	Notification of selection for interview
November 21-22, 2011	Interview (actual date based on availability)
November 29, 2011	Notification of selection
December 14, 2011	Negotiate cost and finalize contract for review by Finance Committee
December 20, 2011	Approval of the contract by Board of Aldermen

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 5:00 pm, Monday, November 7, 2011 at City of Parkville, 8880 Clark Avenue, Parkville, Missouri 64152.

Sincerely,

Kirk Rome P.E.  
Public Works Director

Attachment

Federal Aid No.:	STP-3400(430)
Location:	City of Parkville and Southern Platte County
Proposed Improvement:	Parkville Regional Multi-Modal Access and Livable Community Study
Length:	N/A
DBE Goal Determination	9%
Consultant Services Required:	<p>Conduct a conceptual study for feasibility and cost to improve multi-modal access through southern Platte County, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Enhancing roadway corridors</li> <li>• Expanding bicycle/pedestrian routes</li> <li>• Reducing vehicle congestion</li> <li>• Connecting trails</li> <li>• Assessing environmental impacts</li> <li>• Coordinating with stakeholders</li> </ul> <p>The City of Parkville requires the completion of the study within 12 months.</p>
Other Comments:	<p>In 2009, a Traffic Engineering Assistant Program (TEAP) study was completed for downtown Parkville and surrounding area, which concludes access to existing regional destination failing. This study is located at the following City of Parkville website, <a href="http://www.parkvillemo.com/documentcenterii.aspx">http://www.parkvillemo.com/documentcenterii.aspx</a> Under the Public Works Folder in the Document Center.</p>
Contacts:	<p>Kirk Rome P.E.  Director of Public Works  <a href="mailto:pwdirector@parkvillemo.com">pwdirector@parkvillemo.com</a>  (Or)  Sean Ackerson  Assistant City Administrator/Community Development Director  <a href="mailto:communitydevelopment@parkvillemo.com">communitydevelopment@parkvillemo.com</a></p> <p>City of Parkville  8880 Clark Avenue  Parkville, MO 64152  816-741-7676 (<b>E-mails preferred</b>)</p>
Deadline:	Monday, November 7, 2011 at 5:00 pm. Late and/or incomplete submittals will not be considered.

### **General Project Overview:**

The City of Parkville is continuing to grow and has the need for a conceptual study of the feasibility and cost to increase multi-modal access in southern Platte County and The City of Parkville. These enhancements may include adding lanes to existing roadway corridors, and/or creating new routes for transit, bicycles, pedestrians, and vehicles to reduce overall congestion. An assessment of the potential environmental impacts to any proposed improvements will be needed.

A recent TEAP study found the existing transportation network is failing. While the existing system is failing we are on the horizon of adding to the congestion with a 140 acre regional park, adding additional bicycle/pedestrian trails to both the park and the 9 Highway corridor, and adding additional development. We are concerned that the additional park amenities and other new planned development in the area will detract from the livability of Parkville and create potential public safety issues. The railroad has also indicated that they have plans in the future to add a second parallel track to the existing line through downtown. Several areas in downtown Parkville have been identified as potentially needing changes to the parking, sidewalks, and street layout, including recommendations to meet current ADA guidelines. This study will need to take into account the viewpoints of all transportation users.

The consultant may use aerial photographic, contour, and parcel mapping from Platte County as a basis for identifying existing conditions and as a base for laying out proposed improvements. Some additional field documentation may be required depending on the findings and recommendations such as rough locations of existing below grade utilities and infrastructure, and geotechnical data. We do not anticipate the need for a highly accurate existing conditions topographic survey for this study phase. The City will provide current floodplain maps, and any available infrastructure maps.

A large part of this study will involve coordinating and obtaining buy-in to the process and recommendations from area stakeholders including the City's Mayor and Board of Aldermen, Parkville residents and business owners, MoDOT, MARC, BNSF Railroad, Missouri American Water, MDC, USACE, Platte County, Parkville Special Road District, and Missouri Department of Natural Resources and others. We recommend at a minimum five public meetings.

The study should focus on traffic flows that will add to the current congestion and determine the appropriate improvements to meet environmental requirements, budget constraints, and overall user needs. The study should also include any relevant recommendations from other area plans such as MetroGreen, The Parkville Master Plan, and The Parkville Parks Master Plan, Regional Emergency Management Agencies, and The Platte County Parks System Master Plan.

The study should make recommendations for improving multi-modal access such as improvements to streets, overpasses/bridges, trails, green space, parking lots, and provide conceptual layouts and general alignments for specific locations. The improvements should be accompanied with preliminary cost estimates.

Environmental issues are going to be a key part of the study due to the vicinity of the river and floodway/floodplain. A cultural resource survey will need to be completed for any areas affected by proposed improvements. The study should identify ways to either mitigate potential environmental problems or ways to avoid them.